



TETRA TECH

MEETING MINUTES

Date of Meeting: December 5, 2014

Location: Maui County Civil Defense Emergency Operations Center (200 High Street, Rm 118., Wailuku, HI 96793)

Subject: Steering Committee No. 1

Project Name: Maui County Hazard Mitigation Plan Update

In Attendance: **Steering Committee:** Bob Collum, Janet Kuwahana, Jarvis Chun, Rebecca King, Kevin Drake, Mike Myamasto, Jim Buika, Carolyn Cortez, Tara Owens, Pam Pogue, Michele Liberty, Mahina Martin, Rowena Dagtag-Ardayz, Bruce Moore, Sharon Mielbrecht

Planning Team: Anna Foust, Rob Flaner (phone), Caitlin Kelly, Kristen Gelino (phone), and Jason Geneau

Non-voting Attendees: 0

Not Present: N/A

Summary Prepared by: Caitlin Kelly – 12/15/2014

Project No.: 103S3605

Quorum – Yes or No Yes (8 voting members present)

Item

Action

Welcome and Introductions

- Anna Foust and Caitlin Kelly opened the meeting and facilitated group introductions.
- The Agenda was reviewed and no modifications were made.
- Handouts provided included: Agenda, Suggested Charter, CRS Overview and Hazard Mitigation Planning Guide.
- No requests for comment were made.

Why are we here? A refresher

To initiate the meeting Ms. Kelly reviewed why Maui County was revisiting their HMP planning process and the Disaster Mitigation Act of 2000. DMA 2000 provides the legal basis for FEMA mitigation planning requirements for State and local governments as a condition of mitigation grant assistance. Ms. Kelly also provided background information into the methodology Tetra Tech will be utilizing to comply with CRS requirements when developing the HMP. Ms. Kelly explained that CRS is a voluntary, incentive-based program that is part of the National Flood Insurance Program (NFIP). It encourages NFIP communities to perform floodplain management activities that exceed the minimum NFIP

Carolyn Cortez will provide the Planning Team with Maui County's total number of points associated with their current class 8 ranking.

The planning team will identify the FEMA Region 9 and the NFIP Administrator representative that will be



Item	Action
<p>requirements. Activities undertaken by communities are then scored and the communities are classified (10 through 1, where 10 is not-participating). Each classification level results in a 5% reduction in flood insurance premiums for County residents holding flood insurance policies in special flood hazard areas.</p> <p>Maui County is currently a class 8 community, by following the process prescribed in CRS in this planning process the flood component of the HMP will qualify as a Floodplain Management Plan. This is a scored activity and could potentially contribute the County moving from a class 8 to a class 7.</p> <p><u>The Steering Committee's Role</u></p> <p>In order for the steering committee to obtain a better understanding of their roles and responsibilities, Ms. Kelly clarified the committee's purpose and the planning team's expectation for the committee. Ms. Kelly explained that the steering committee is an advisory body that is expected to attend all planning meetings and contribute their opinions. In order to receive the maximum amount of points from CRS, the planning team is aiming for a 50/50 non-governmental and governmental makeup for the steering committee.</p> <p><u>Review Proposed Charter</u></p> <p>The Proposed Steering Committee Charter was reviewed and the following was identified and agreed to by the SC:</p> <ul style="list-style-type: none"> • Bob Collum has been selected as the chairperson. • Sharon Mielbrecht has been selected as the vice chairperson. • The total number of SC members is 15 therefore a quorum for the SC will be 8 members. • Anna Foust will be the designated spokesperson for this planning effort. • Meetings generally will be conducted on the 1st Friday of each month from 10:00am – 11:00am. Exceptions may be made for holidays and other events as they arise. The next meeting will be January 9, 2015. <p><u>Update Process and Schedule</u></p> <p>Ms. Kelly explained that Tetra Tech is following a phased planning approach in which many phases are being completed concurrently. Target dates for deliverables are as follows:</p> <ul style="list-style-type: none"> • Update the Risk Assessment (March 2015) • Update the Capabilities Assessment (April 2015) • Update the Mitigation Strategy (June 2015) • Update Other Sections of the Hazard Mitigation Plan (July 2015) • Submit the HMP for Review (August 2015) 	<p>engaged during the planning process.</p> <p>Pam Pogue will provide the planning team with copies of the Water Use Development Plan, the Molokai Community Plan and any other documents that are relevant to the HMP planning process.</p> <p>Tara Owens will provide the planning team with pertinent sea level rise data.</p> <p>The planning team will clarify if the Department of Education is considered government or non-government.</p> <p>All steering committee members will identify an alternate for the next SC meeting.</p> <p>Carolyn Cortez informed the group that the HMP must be adopted by October 1, 2015 in order to remain in good standing with CRS. This would move the submission and adoption date up one month to August for submission and September for adoption.</p>



Item

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- Adopt the HMP (September 2015)

Public Involvement Strategy

Ms. Kelly led a discussion on the planning team's introductory public involvement strategy. The planning team proposed having two public involvement meetings with the public being invited to all SC meetings. A HMP website will also house information and announcements for the planning effort. Ms. Kelly identified other potential outreach capabilities for this planning effort including: planning meetings, questionnaires, press releases/media involvement.

The planning team is open to discussing community outreach best practices and implementing those practices in their public involvement strategy. The public involvement strategy will be reviewed and discussed in further detail at the next SC meeting.

Both Pam Pogue and James Buika identified the need to include community members from the islands of Molokai and Lanai in the planning process. This will be discussed further at the next SC meeting.

Action Items for Next Meeting

Action items identified for the next meeting include the following:

- The planning team will reach out to individual steering committee members for documents and data.
- The steering committee will review the existing Maui County (<http://www.co.maui.hi.us/index.aspx?NID=1832>) and Hawaii State HMP (http://www.scd.hawaii.gov/2010_hmp.html)

Bob Collum will send out a reminder to the steering committee to review the existing Maui County and State of Hawaii HMP. Links to both plans will be included in the email reminder.

The meeting was adjourned at 10:30 AM

The next SC meeting is in person or via teleconference:

January 9, 2015 at 10:00 AM

Maui County Civil Defense EOC

200 High Street, Rm 118., Wailuku, HI 96793

or

Meeting access number: 866-692-5721

Participant code: 7237813

The steering committee should identify changes/enhancements to be included in the updated Maui County HMP.

The steering committee should identify hazards of concern to be addressed in the updated Maui County HMP.